IT Procurement System

HQMC C4 CIO
DSN 223-9970/71/72/73

09/08/16 08:39

Agenda

- Overview of IT Procurement Request Review/Approval Process
- Recent Updates
- Common Errors
- Planned Changes

Policy/Guidelines

- Policy/Guidelines
  - ASN RDA Memo of 8 Oct 04 IT Related Procurements
  - C4 MSG 032114Z Oct 02 IT Procurement approval process automation
  - MARADMIN 473/01 Revised IT Procurement Approval Process

- CIO Intent
  - Minimize IT-related expenditures
  - Provide HQMC C4 visibility on all IT spending
  - Preclude duplicate spending on IT products and services
  - Support the Warfighter

- Approval Process
  - https://hqdod.hqmc.usmc.mil/ITProcurement/ITProcurementReviewProcess.pdf

Recent Changes

- RCORs added to review process
- UIC Field added
- P&R added to approval process
- Version/Model field added
- Radio (non-tactical) option added

Recent Changes

- Change Password
- Change e-mail
- P&R added to approval process
- New Portfolio Manager Lead

Planned Changes

- Changes Policy
  - Storage MarAdmin
  - IT Procurement MarAdmin

- Update web service interface to allow the HCA Approval document to be returned as an attachment in PDF format.

Planned Changes

- Update to IT Procurement System Users Guide
  - USMC IT Procurement Guide for Dummies
- IT Procurement System training on the road

Common Errors

- Incorrect Item Name
  - SC-SV-6 ?, Safe Connect Server
- Incorrect or missing version on model information
  - CLIN number or order code as version/model
- Incorrect Item type
  - Hardware/Peripheral confusion most common
- Incorrect funding (PMC/O&M) code

Common Errors

- Insufficient information explaining why request cannot be supported by NMCI
- Missing required documentation (i.e. software waiver)
- Required fields say “see attachment” instead of providing needed information
- Incorrect e-mail address in Requestor information

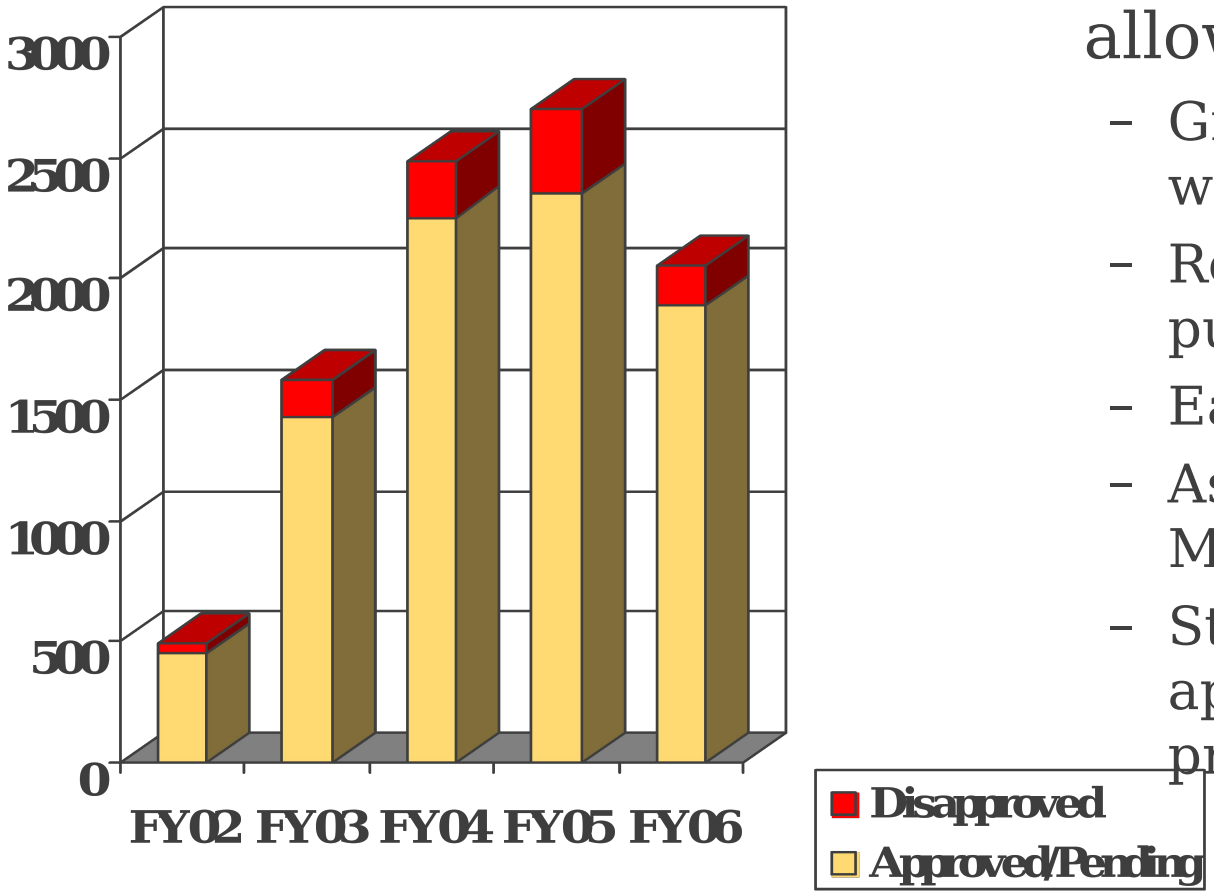
Common Errors

- Information in attachment(s) does not match waiver

- No supporting Information or Documentation
  - Item = Blackberry/CX500/A2546 ????
  - Detailed Determination & Findings
  - MCHS configuration sheet
  - Waiver Forms
  - SOW
  - UNS
  - Other Supporting Information AS NEEDED

Questions?

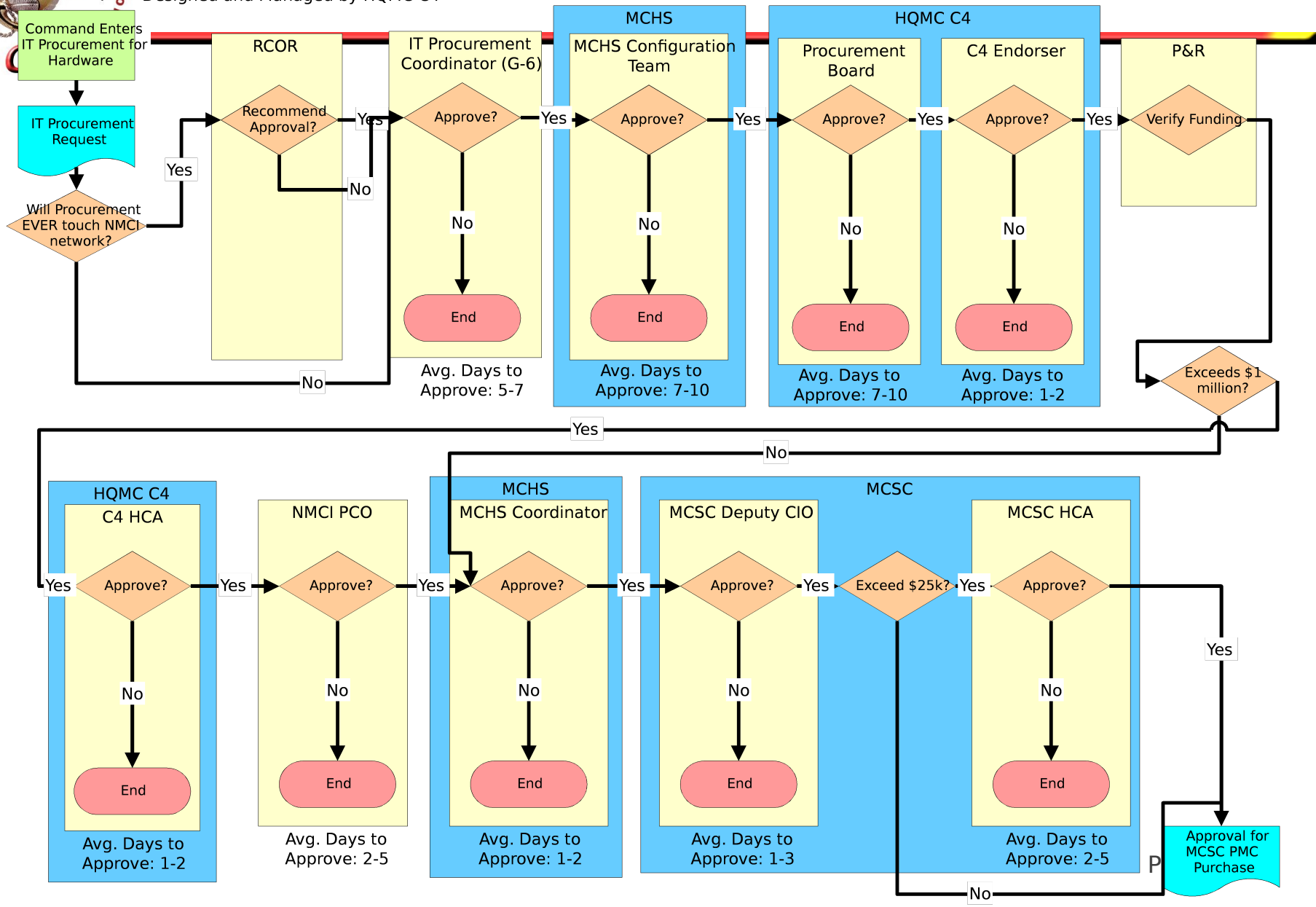
IT Procurements Processed



- Automated Procurement process allows:
  - Greater compliance with waiver process
  - Reviewing all software purchases
  - Ease of tracking
  - Assists IT Portfolio Management
  - Streamline of approval/waiver process

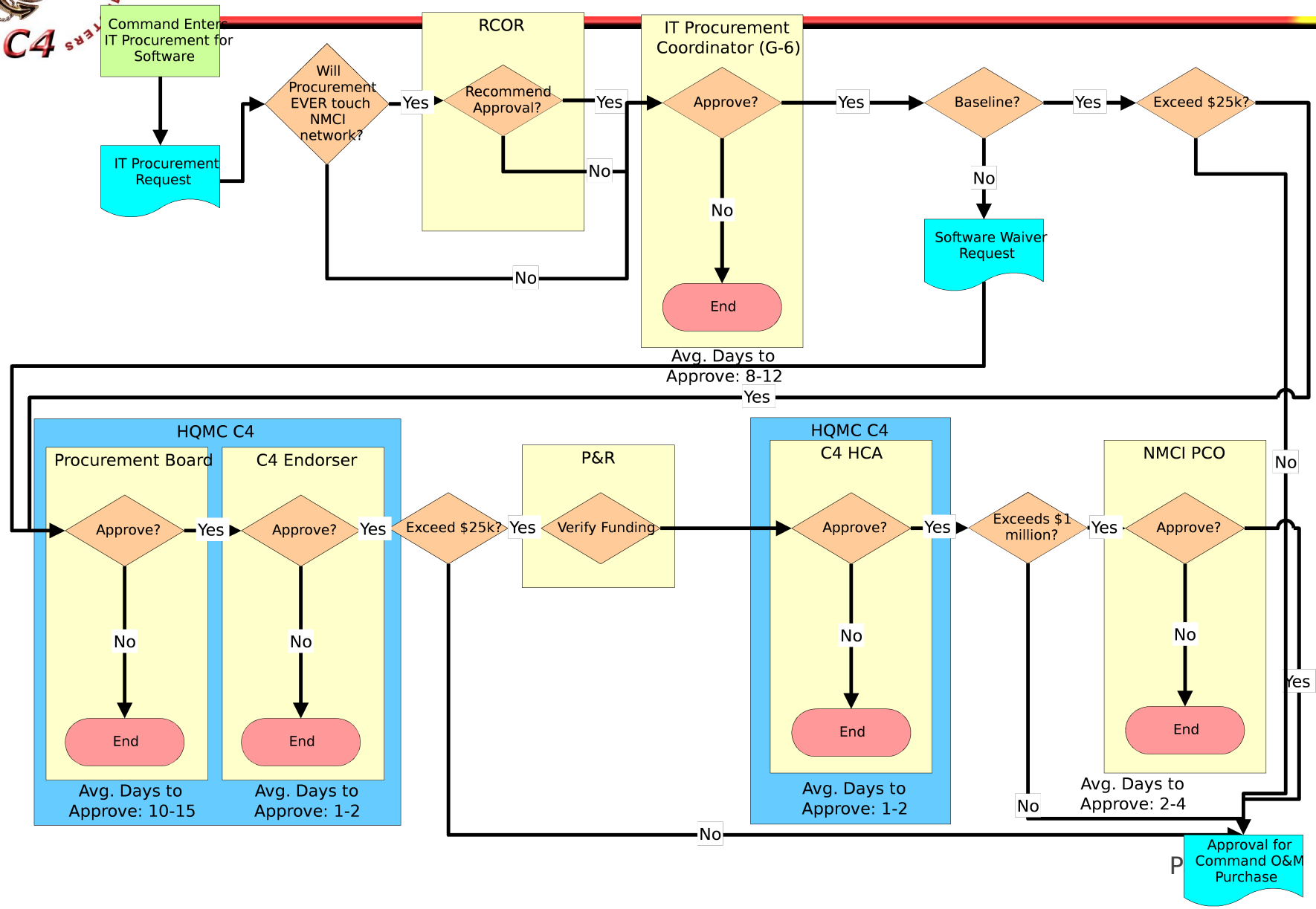
IT Procurement Hardware (Servers, Desktops, Laptops) Review Process

Designed and Managed by HQMC C4



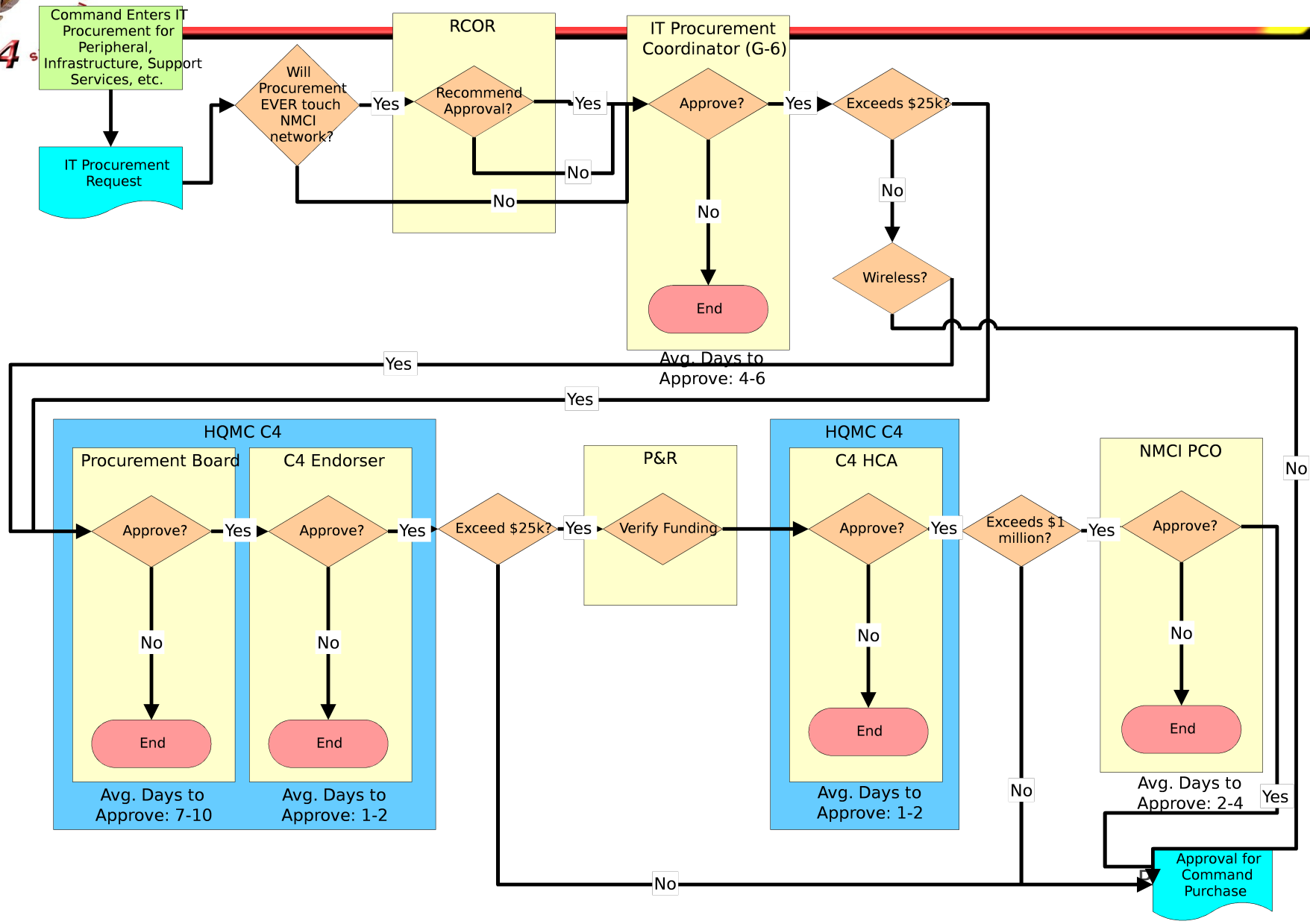
IT Procurement Software Review Process

Designed and Managed by HQMC C4



IT Procurement Peripheral, Infrastructure, Support Services, etc. Review Process

Designed and Managed by HQMC C4



Policy/Guidelines

- MARADMIN 226/04 - Formally designated USMC FAMs
  - Assigned FAMs responsibility for evaluation/approval of applications and databases in their portfolios

- MARADMIN 490/03 – Revised USMC Software Baseline Waiver Process
  - New software purchase requests are to be submitted as attachments via IT Procurement System

Policy/Guidelines

- MARADMIN 363/05 Announced the Microsoft Enterprise License Agreement
- ASN RDA Memorandum dtd 7 Mar 2005 Cell Phone/PDA policy
- ALMAR 002/05 CMCs restatement and support of DoN Objectives release 13 Jan 2005
- White Letter No. 04-05 – Proper Use of Funds

Functional Areas

USMC FUNCTIONAL AREAS
Manpower & Personnel
Intelligence & Cryptology
Logistics
Readiness
Command, Control & Communications
Information Warfare
Modeling & Simulation
Weapons Planning & Control
Training & Education
Resources, Requirements, & Assessments
Scientific & Technical
Test & Evaluation
Reserve Affairs

OPNAV/SECNAV FUNCTIONAL AREAS
Acquisition
Financial Management
Civilian Personnel
Legal
Medical
Meteorology, Oceanography, and GI&S
Precise Time and Astrometry
Religious Ministries
Naval Nuclear Propulsion

***Source: HQMC C4 Website**

NMCI Application Costs

- Certification Costs (DRAFT CLIN 23)
  - Simple Applications - $4342
  - Complex Applications - $6890

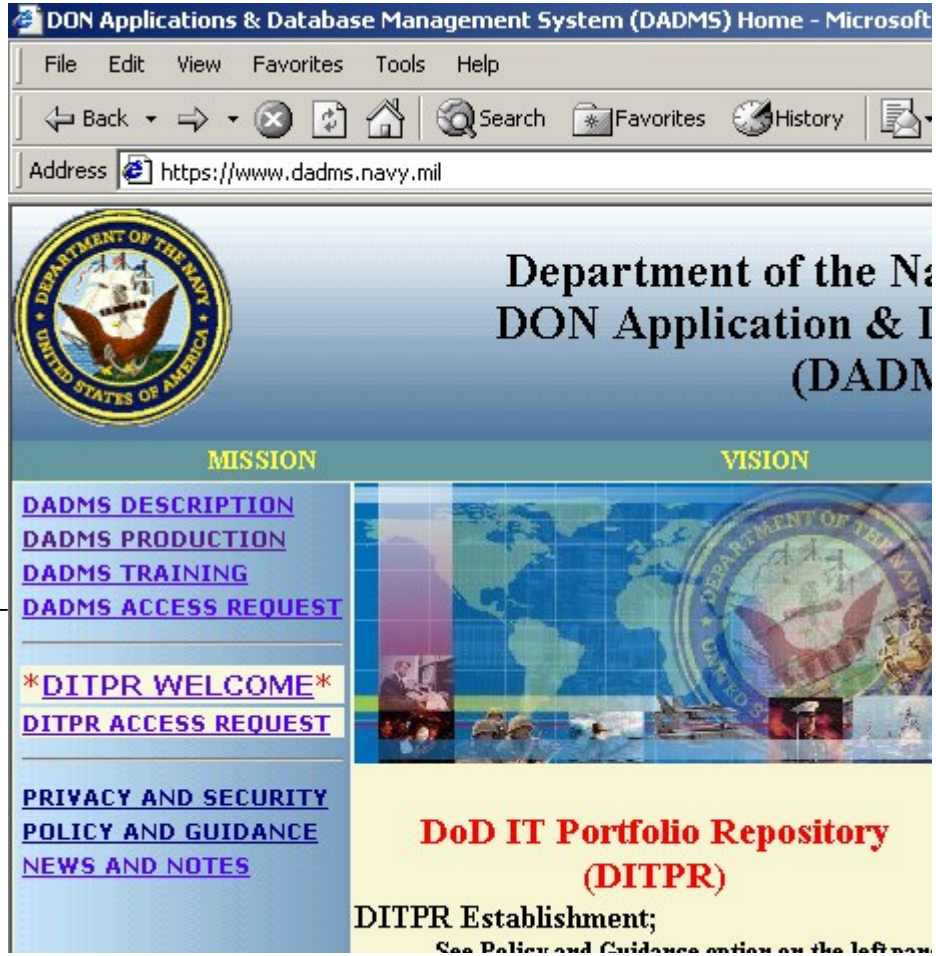
- Distribution Costs

# of Seats	Fixed Cost $	cost for each seat in excess of the minimum # of seats
32-2,500	1,172	1.2
2,501-5,000	4,132	0.8
5,001-7,500	6,132	0.6
7,501-10,000	7,632	0.5
10,001-25,000	8,882	0.4
25,001-100,000	14,882	0.3
100,001-200,000	37,382	0.2
> 200,001	57,382	0.1

Example: in order to distribute an application to 34 users, the following formula would be used: $1,172 + (2)($1.20) = $1,174.40

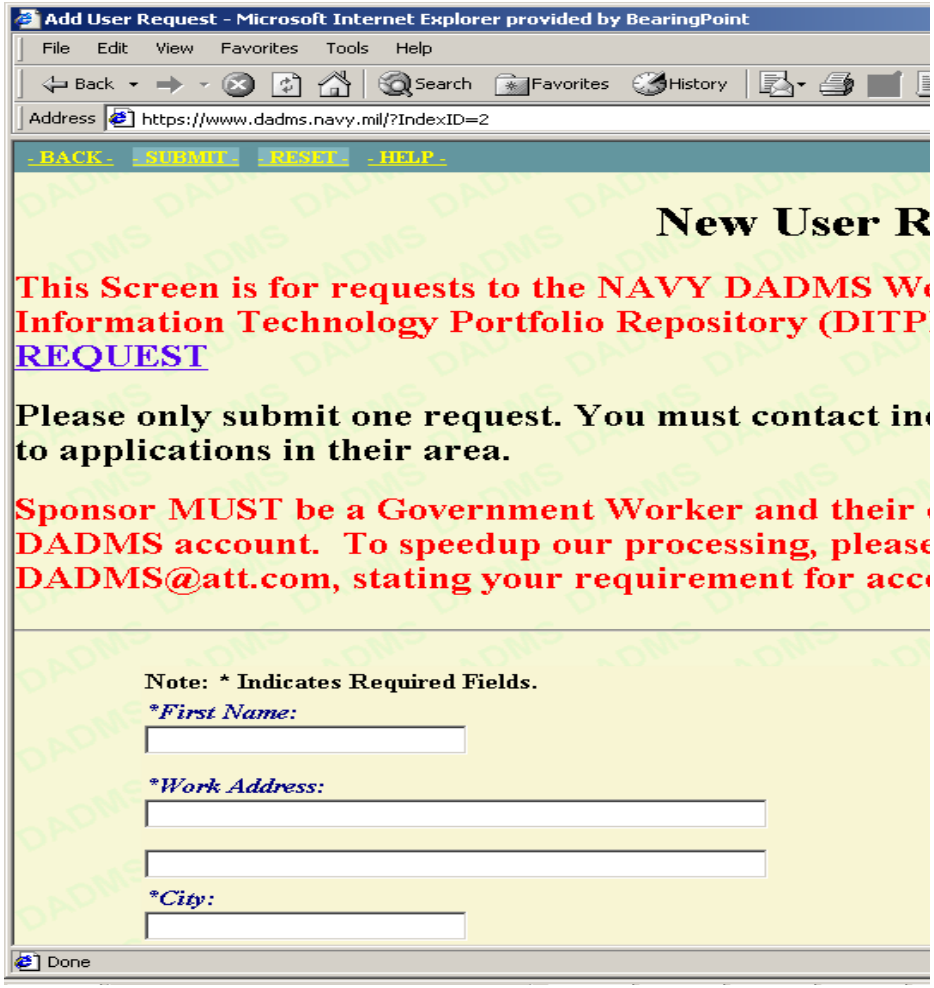
Obtaining a DADMS Account

- Go to https://www.dadms.navy.mil
- Click “Yes” to Security Alert and “OK” to Client Authentication Pop-ups
- Click on “DADMS ACCESS REQUEST” link



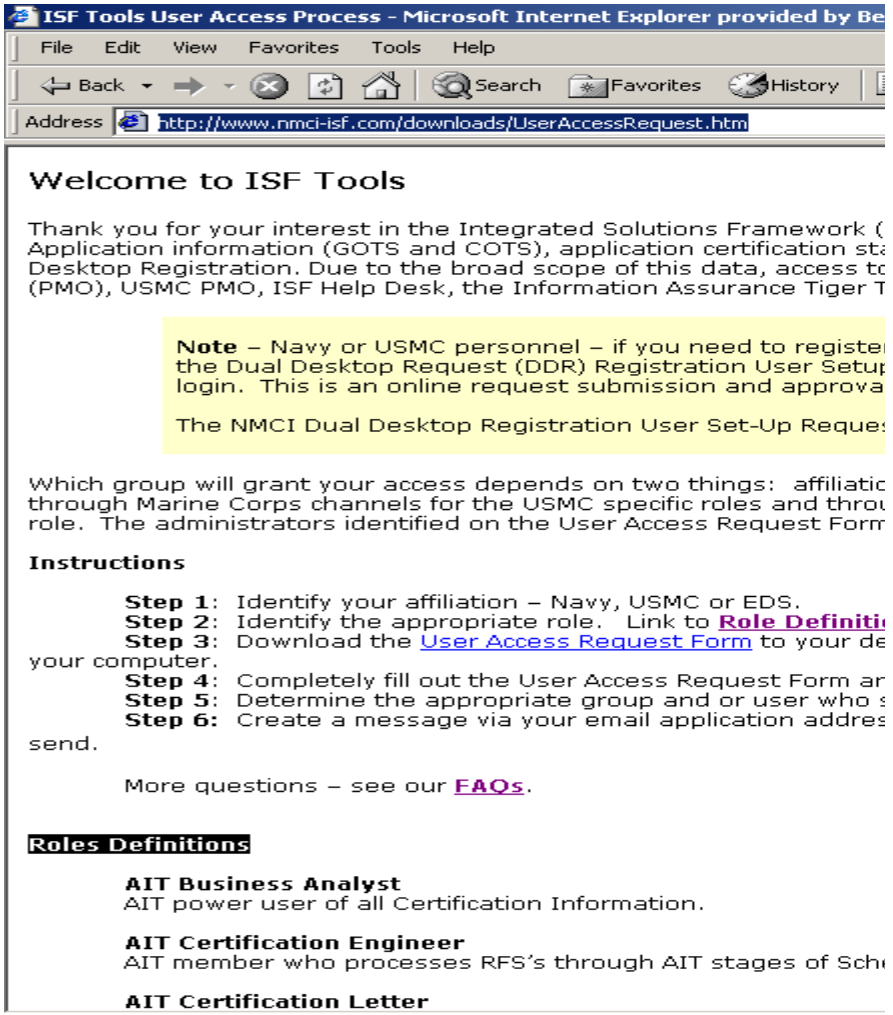
Obtaining a DADMS Account

- Complete all information on New User Request Screen including:
  - Name
  - Contact Information
  - Login ID
  - Sponsor Information.
- Please note the following from the site:
  - Please only submit one request. You must contact individual Functional Area Manager for access to applications in their area.
  - Sponsor MUST be a Government Worker and their confirmation is REQUIRED to obtain a DADMS account. To speedup our processing, please have your sponsor send an email to DADMS@att.com, stating your requirement for access to DADMS.


Add User Request - Microsoft Internet Explorer provided by BearingPoint
File Edit View Favorites Tools Help
Back Search Favorites History
Address https://www.dadms.navy.mil/?IndexID=2
- BACK - - SUBMIT - - RESET - - HELP -
New User R
This Screen is for requests to the NAVY DADMS W
Information Technology Portfolio Repository (DITP
REQUEST
Please only submit one request. You must contact in
to applications in their area.
Sponsor MUST be a Government Worker and their
DADMS account. To speedup our processing, pleas
DADMS@att.com, stating your requirement for acc
Note: * Indicates Required Fields.
*First Name:
*Work Address:
*City:
Done

Obtaining an ISF Tools Account

- Go to http://www.nmci-isf.com/downloads/UserAccessRequest.htm
- Download the User Access Request Form to your Desktop
- Complete form and send to Marine Corps POC


ISF Tools User Access Process - Microsoft Internet Explorer provided by Be
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.nmci-isf.com/downloads/UserAccessRequest.htm
Welcome to ISF Tools
Thank you for your interest in the Integrated Solutions Framework (
Application information (GOTS and COTS), application certification sta
Desktop Registration. Due to the broad scope of this data, access to
(PMO), USMC PMO, ISF Help Desk, the Information Assurance Tiger T
Note – Navy or USMC personnel – if you need to registe
the Dual Desktop Request (DDR) Registration User Setup
login. This is an online request submission and approva
The NMCI Dual Desktop Registration User Set-Up Reques
Which group will grant your access depends on two things: affiliatic
through Marine Corps channels for the USMC specific roles and throu
role. The administrators identified on the User Access Request Form
Instructions
Step 1: Identify your affiliation – Navy, USMC or EDS.
Step 2: Identify the appropriate role. Link to Role Definiti
Step 3: Download the User Access Request Form to your de
your computer.
Step 4: Completely fill out the User Access Request Form ar
Step 5: Determine the appropriate group and or user who s
Step 6: Create a message via your email application addres
send.
More questions – see our FAQs.
Roles Definitions
AIT Business Analyst
AIT power user of all Certification Information.
AIT Certification Engineer
AIT member who processes RFS's through AIT stages of Sch
AIT Certification Letter